

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TREATMENT (CSAT)  
PROGRAM  
COMPETITIVE REQUEST FOR PROPOSAL**



**February 2005**

**GOVERNOR’S OFFICE OF EMERGENCY SERVICES  
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**PART I – INFORMATION**

**A. INTRODUCTION**

This Request for Proposal (RFP) provides all of the information and forms necessary to prepare a proposal for the Governor's Office of Emergency Services (OES) grant funds. The terms and conditions described in this RFP supersede all previous RFPs and any conflicting provisions stated in the *2004 Grant Recipient Handbook*. The *2004 Grant Recipient Handbook* provides helpful information for developing the proposal and can be accessed at the website, [www.oes.ca.gov](http://www.oes.ca.gov), by selecting "Plans and Publications, 2004 Grant Recipient Handbook - CJPD."

**B. CONTACT INFORMATION**

Questions concerning this RFP, the application process, or programmatic issues, should be submitted by fax or e-mail to:

**Claire Wimbley-Brown**  
**Program Specialist**  
**Children's Section**  
**Tel: (916) 324-9174**  
**Fax: (916) 324-8554 fax**  
**E-mail: [claire.wimbley-brown@oes.ca.gov](mailto:claire.wimbley-brown@oes.ca.gov)**

Contact information is provided above; however, OES staff cannot assist the applicant with the actual preparation of the proposal. During the period of time between the publication date of the RFP and the date competitive proposal is due, OES can only respond to technical questions about the RFP submitted by telephone, fax, or e-mail.

**C. PROPOSAL DUE DATE AND SUBMISSION OPTIONS**

The proposal must be submitted or mailed (postmarked) by 5:00 p.m. on the due date: **Friday, March 25, 2005.**

**One original and three copies** of the proposal must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. **A late proposal will be deemed ineligible for funding.** Submission options are:

1. Regular mail, **postmarked by Friday, March 25, 2005**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
Children's Section – Claire Wimbley-Brown  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: CHILD SEXUAL ABUSE TREATMENT PROGRAM

2. Overnight mail, **postmarked by Friday, March 25, 2005**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
Children's Section – Claire Wimbley-Brown  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: CHILD SEXUAL ABUSE TREATMENT PROGRAM

3. Hand delivered by **5:00 p.m. on Friday, March 25, 2005**, to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
Children's Sections – Claire Wimbley-Brown  
1130 K Street, Suite 300  
Sacramento, CA 95814  
Attn: CHILD SEXUAL ABUSE TREATMENT PROGRAM

**NOTE: OES' Law Enforcement and Victim Services Division is located on the 3<sup>rd</sup> floor of the Bank of America Building, at the corner of 12<sup>th</sup> and K Streets. Street parking is limited and metered. Parking garages are located on the east side of 12<sup>th</sup> Street between K and L Streets, and on the east side of 10<sup>th</sup> Street between K and L Streets. The application will be date and time stamped and a receipt will be provided upon request.**

#### **D. ELIGIBILITY**

The applicant must be a local government or nonprofit organization. In addition, the applicant must be an established experienced organization providing existing services to child victims of sexual abuse, and will use this funding to expand the availability of services for child victims of sexual abuse and/or sexual exploitation. Priority shall be given to agencies which are operated in close proximity to medical treatment facilities (proximity is defined by OES as having a formal referral system with the nearest general acute care hospital). The applicant must also demonstrate an ability to receive and make use of funds available from governmental, voluntary, philanthropic, or other sources, which may be used to enhance the project.

Additionally, the applicant must be in compliance with the Americans with Disabilities Act (ADA) of 1990, 42 U.S.C. 12102, et seq., and Title 28 of the Code of Federal Regulations, part 35. The applicant shall operate so each service is accessible to and usable by individuals with disabilities. The applicant may comply with the requirements of this section through such means as redesign of equipment, reassignment of services to accessible buildings, assignment of aides to beneficiaries, home visits, delivery of services at alternative accessible sites or at home, alteration of existing facilities, and method resulting in making its services, programs, or activities readily accessible to and usable by individuals with disabilities.

The applicant must ensure communication with individuals with disabilities is as effective as communication with others without disabilities. The applicant must also ensure individuals with impaired vision or hearing can obtain information as to the existence and location of accessible services, activities, and facilities, as well as provide appropriate signage. This includes all written materials (i.e., brochures, applications, consents, videos, etc.). The applicant must ensure all aspects of employment comply with ADA including the application process (recruitment, hiring), and employment tasks.

## Selection Criteria

The applicant will be evaluated and rated by a review team established by OES. Rating criteria includes the applicant's responsiveness to the RFP requirements, compliance with eligibility requirements, indicators of need, and organizational capability (please see Rating Form in this RFP). An applicant having current or prior history with OES as a subrecipient must be in good standing with OES and will be reviewed for past and/or current compliance, including financial management, progress reports, monitoring and audit reports, and relevant documentation or information. This review may result in the following actions: a) the project may not be selected for funding; b) the amount of funding may be reduced; c) grant award conditions may be placed with the Grant Award Agreement. See the attached Past Performance Policy for details. The applicant must receive fifty percent (50%) of the Total Points Possible (not including Preference Points Certification points) in order to receive funds for the program.

The review team's recommendation is advisory only; the State Advisory Committee (SAC) on Sexual Assault Victim Services makes the final award decision. Penal Code Section 13836 provides the authority for the SAC to approve all grants awarded under the CSAT Program RFP (please see Appendix A). As part of the final selection, the applicant may be singled out for a site visit, telephone conference call, or meeting at OES to make final determination about the award.

## **E. FUNDS**

The purpose of this RFP is to solicit proposals from new and/or existing child sexual abuse treatment programs to fund services for child victims of sexual abuse and/or sexual exploitation. The applicant may apply under one of three categories:

- 1) **LARGE COMMUNITIES:** An applicant intending to serve communities of more than 500,000 population.
- 2) **MEDIUM COMMUNITIES:** An applicant intending to serve communities between 125,000 and 499,999 population.
- 3) **SMALL COMMUNITIES:** An applicant intending to serve communities of less than 125,000 population.

The grant award period is from July 1, 2005 to June 30, 2006. A project selected for funding for Fiscal Year (FY) 2005/06 will be funded for a three-year period commencing on July 1, 2005, and ending June 30, 2008. A non-competitive Request for Application (RFA) or an extension/augmentation process for continuation funding will be requested for the second and third year of funding; OES will make the determination as to what process will be used and inform the funded agency. Continuation funding is contingent upon satisfactory performance, and subject to the availability of funds.

It is anticipated approximately \$256,500 will be available from the State Victim/ Witness Assistance Fund. There is no match requirement. Grants will be awarded in the following categories and amounts:

- Two applicants to serve two large communities (i.e., population of 500,000 or more) for \$76,950 each.
- One applicant to serve one medium size community (i.e., population of 125,000 to 499,999) for \$51,300.
- One applicant to serve one small size community (i.e., population of 125,000 or less) for \$51,300.

## **F. PROGRAM INFORMATION**

This CSAT Program funds local government agencies and nonprofit organizations to provide comprehensive treatment services to child victims of sexual abuse and/or sexual exploitation. Services are directed toward child victims under the age of 18. Services to appropriate nonoffending family members are provided as support services to help in the child's recovery.

Treatment services include, but are not limited to: outreach; in person crisis intervention services; intake; assessment; individual and group (children) counseling; interagency coordination; and follow-up evaluation.

### **Advisory Committee**

Penal Code Section 13836 et. seq. (See Appendix A) mandated the establishment of the eleven-member State Advisory Committee (SAC) on Sexual Assault Victim Services to advise OES on the development and implementation of the CSAT program, and to approve funding recommendations. OES appoints five of the committee members, including three district attorneys, one public defender, and one representative of a law enforcement agency. The Commission on the Status of Women appoints six committee members including one medical professional, and one representative of a rape crisis center.

### **Administrative Authority**

OES is the administrative agency for the CSAT Program. The role of OES is to work in conjunction with the SAC to manage and maintain the program. These activities include establishing policies dealing with the operation and direction of the program, providing staff support to SAC, monitoring the projects and contracts selected for funding, and evaluating the program.

The SAC has the authority to approve all grants awarded under this RFP; this information is found in Penal Code Section 13836. (See Appendix A)

### **Program Criteria**

The statutory requirements for funded projects are found in Penal Code Section 13836 and 13837 (please see Appendices A and B). These include criteria, restrictions, and priorities.

Some of the criteria include the following:

- Provision of in-person counseling and referral service during normal business hours. These are defined by OES and SAC as one of the following:
  - 8:00 a.m. to 5:00 p.m. – when closed from 12 noon to 1:30 p.m.; or
  - 8:30 a.m. to 5:00 p.m. – when closed for ½ hour during the lunch hour; or
  - 9:00 a.m. to 5:00 p.m. – as long as services are available during the lunch hour.
- Maintain other standards and services determined to be appropriate by SAC.
- Demonstrate the ability to receive and make use of funds available from governmental, voluntary, philanthropic, or other sources, which may be used to augment state funds appropriated for this project, and make every attempt to qualify for federal funding. (This means projects must actively seek alternative sources of funding and use the funds in a cost effective manner.)



- Maintain quarterly and final progress reports as prescribed by OES.

Some of the restrictions and priorities include the following:

- Funds appropriated under this program shall not supplant local funds, which would be made available in the absence of state funds.
- Priority must be given to agencies operating in close proximity to medical treatment facilities (proximity is defined by OES as having a formal referral system with the nearest general acute care hospital).
- State funds provided to established centers shall be utilized when possible, as determined by the SAC, to expand the program.

#### SAC Funding Priorities

The SAC has established the following funding priorities; these are listed in order of their importance:

- 1) To provide funds to projects operating in an area with a high comparative and demonstrable need.
- 2) To provide funds to be directed toward members of groups with special needs (e.g., minority, developmentally disabled, low socioeconomic status, and runaways), to ensure equal access to services.
- 3) To provide funds to projects which represent the state geographically.

### **G. PREPARING A PROPOSAL**

For clarity, the forms in Part III include a Proposal Cover Sheet. Please complete the Proposal Cover Sheet and attach it to the front of your proposal. The following six components are required for a complete proposal:

- Proposal Cover Sheet,
- Grant Award Face Sheet (OES A301),
- Preference Points Certification Form,
- Project Narrative,
- Budget Narrative and the Project Budget (OES A303a-c), and
- Proposal Appendix.

**NOTE: Failure to include all of the required components may result in a reduced score or disqualification. OES will not advise applicant that his/her proposal is incomplete prior to rating or disqualification.**

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**PART II – INSTRUCTIONS**

The instructions in this section correspond to each of the proposal components, as well as to the forms provided in Part III.

Applicant must use the forms provided or computer-generated forms, and plain 8½ x 11" white paper for the project narrative sections. If computer-generated forms are used, they must duplicate the OES forms and must not allow the applicant more space than that provided on the OES forms. Applicant must ensure information requested by the RFP instructions is included in the appropriate section of the proposal to receive credit. If a space limitation is specified for a component, strict adherence to the space limitation is required.

Proposal must be typed with characters no smaller than standard 12-pitch font. **Applicant must double-space all narrative sections of the proposal.**

Copies of the proposal must be assembled separately and individually fastened in the upper left corner. **Do not bind proposal.**

**Applications are rated based on a variety of factors, including whether or not OES's directions were followed. Failure to comply with these directions will result in a penalty to the applicant's score. OES often receives applications in excess of the funding availability, and since the RFP process is a highly competitive process, applicants should ensure all of the OES's directions (including all spacing requirements) are followed to avoid losing points.**

**Failure to comply with these spacing/formatting requirements is one of the many factors that may negatively impact your comprehensive assessment score.**

**A. PROJECT NARRATIVE**

The project narrative is the main body of information describing the problem to be addressed, the plan to address that problem through appropriate and achievable objectives and activities, and the ability of the applicant to implement the proposed plan.

- a) The top of each page must contain the appropriate section heading.
- b) Applicant must fully answer each question, and must provide an explanation if a question or portion of a question is not applicable. Applicant should provide details where necessary. Do not cross-reference another section of the proposal as the sole response to a question; answer the question within the space allowed even if the question has already been answered somewhere else in the application.

**1. Problem Statement (Limit three double-spaced pages)**

Provide a narrative description of the problem in the applicant's service area to be addressed by the project. Describe the service area, location, population, economic, demographic, social

factors, and the incidence of child sexual abuse and/or exploitation. Describe the specific issues to be addressed by the project. Describe demonstrable need in terms of a waiting list, which results in victims not receiving services within 30 days; or the reported rate of child sexual abuse in the applicant's service area; or the lack of services appropriate to the demographics of the service area. Support the problem statement with current statistical data. Discuss the need for the project; describe why local resources are not meeting this need.

## **2. Plan and Implementation**

### **Plan:**

#### **a. Project Design** (Limit three double-spaced pages)

Describe how the project will effectively impact the problem. Define the client population to be served. Explain how the proposed services are appropriate to the demographic characteristics of the target population. Describe expected outcomes. Describe staff qualifications, and indicate which staff will provide direct services.

#### **b. Project Objectives and Activities** (Limit seven double-spaced pages)

The applicant is required to submit all three mandated objectives and activities as delineated below. Additional optional objectives and activities may be added to the mandated objectives and activities; however, please do not provide more than three. These optional objectives and activities are to be designed by the applicant to achieve the project's goals.

Objectives should be listed at the top of the paper with supporting activities listed on the remaining page. The applicant should complete each objective containing a blank with the number of clients to be served. The number should represent the best estimate of the project's ability to provide the service during the grant year.

Activities must describe the steps necessary to achieve the objective. Each objective must be accompanied with activities, which address the issues identified in the objective.

Objectives and activities should address the needs discussed in the problem statement, reflect the project design, and support the achievement of the program goals. These should describe staff assignments, and the methods used to measure results. These should be achievable within the grant period, and make reference to the source documents to be used in the reporting results.

### **Mandated Objectives**

**Objective A:** Provide in-person crisis intervention services to \_\_\_\_ child victims of sexual abuse and/or sexual exploitation.

For this objective, describe the source documentation to be used to collect and report data. Source documents must include client contact sheets, telephone logs, intake sheets, assessment and treatment plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

**Objective B:** Provide in-person ongoing counseling after initial contact to \_\_\_\_ child victims of sexual abuse and/or sexual exploitation. This may be individual and/or group (children) counseling.

For this objective, describe the source documentation to be used to collect and report data. Source documents must include client contact sheets, telephone logs, intake sheets, assessment and treatment plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

**Objective C:** Provide follow-up support and referral services to \_\_\_\_ child victims of sexual abuse and/or sexual exploitation.

For this objective, describe the source documentation to be used to collect and report data. Source documents must include client contact sheets, telephone logs, intake sheets, assessment and treatment plans, progress notes, termination sheets, evaluation forms, client files, and other related documents.

### **Implementation:**

**a. Organizational Qualifications** (Limit three double-spaced pages)

Describe the applicant's primary mission and range of focus of services. Indicate if the applicant is a governmental or nonprofit organization.

Describe the qualification of the implementing agency including history, expertise, and whether or not the applicant participates on a multidisciplinary interview team.

Describe project staffing, supervision, and evaluation responsibilities. The project must include at least one licensed therapist with specialized training in child sexual abuse treatment issues. If using a registered licensed eligible intern, please describe the intern's experience in working with sexually abused and/or sexually exploited children; describe who will provide clinical supervision to license-eligible interns. Describe project's expertise in working with child sexual abuse treatment issues.

Describe how the project will perform California criminal record checks on all staff, volunteers, and trainees.

Describe the applicant's system of clinical record keeping for client contact for information regarding the victim's problem and specific treatment modalities used to help the victim recover.

Describe how the applicant will ensure to obtain a release of information specifically to allow OES to review the clinical records for grant monitoring and site visit purposes only.

Describe the applicant's system to ensure confidentiality of these records.

**b. Coordination With Other Agencies** (Limit three double-spaced pages)

List with whom the applicant is proposing coordination of services, and describe those agencies.

Provide a description of planning for coordination and agreements for specific services for the child clients for this program. Provide signed and dated Operational Agreements (OAs) or Memorandums of Understanding (MOU) for each participating agency. The OA/MOU must identify who will provide services, what those services are, the time frame of the agreement, and be signed and dated for FY 2005/06. **Please note:** If both agencies securing the agreement are in agreement, the OAs or MOUs must indicate this in the agreements.

Describe how the applicant will ensure the participating agencies provide relevant and ongoing services to child victims and supportive services to their appropriate nonoffending family members.

Describe the type and level of coordination with medical treatment facilities conducting child sexual assault forensic medical examinations. Identify and describe the agency's proximity and relationship with a medical facility appropriate for the examination and treatment of sexually abused children, and describe the type and level of coordination. Applicant must include an OA/MOU for this agency.

**c. Evaluation Plan** (Limit one double-spaced page)

Describe the methods and procedures for collecting and storing data regarding client services and other activities. Discuss baseline information to be relied upon to measure projected outcomes. Describe how the project will gather information from the beginning of the project to demonstrate the desired results. Describe how the project services will impact the client population, including changes in the child's behavior occurring as a result of the services provided.

**B. PROJECT BUDGET**

The purpose of the project budget is to demonstrate how the project will implement the proposed plan with the funds available through this program. The budget is the basis for management, fiscal review, and audit. Project costs must be directly related to the objectives and activities of the project. The budget must cover the entire grant period. In the budget, include **only** those items covered by grant funds. Projects may supplement grant funds with funds from other sources. All budgets are subject to OES modifications and approval.

OES requires the applicant to develop a **line item** budget that will enable them to meet the intent and requirements of the program, ensure the successful implementation of the project, and be cost-effective. The applicant should prepare a realistic and prudent budget avoiding unnecessary or unusual expenditures that would detract from the accomplishment of the objectives and activities of the project. The following information is provided to assist in the preparation of the budget. Strict adherence to all required and prohibited items is expected. **Where the applicant does not budget for a required item, the applicant assumes responsibility.** Failure of the applicant to include required items in the budget does not exclude responsibility to comply with those requirements during the implementation of the project. The applicant should refer to the *Grant Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Plans and Publications, 2004 Grant Recipient Handbook – CJPDP" for additional information concerning OES budget policy or to determine if specific proposed expenses are allowable. Contact the person listed on page 1, subsection B of this RFP if you have additional budget questions.

There is no match requirement for this program.

## 1. **Budget Narrative**

Applicant is required to submit a narrative with the project budget. The narrative must be typed, double-spaced, and placed in the proposal in front of the budget pages. In the narrative describe:

- How the project's proposed budget supports the objectives and activities.
- How funds are allocated to minimize administrative costs and support direct services.
- The duties of project-funded staff, including qualifications or education level necessary for the job assignment.
- How project-funded staff duties and time commitments support the proposed objectives and activities.
- Proposed staff commitment/percentage of time to other efforts, in addition to this project.
- The necessity for subcontracts and unusual expenditures.
- Mid-year salary range adjustments.

## 2. **Specific Budget Categories**

There is a separate form in the Forms Section (Part III) for each of the following three budget categories (please use these forms when responding to this RFP):

- Personal Services – Salaries/Employee Benefits,
- Operating Expenses, and
- Equipment.

Each budget category requires line item detail that addresses the method of calculation and justification for the expense. Enter the amount of each line item in the right hand column of the Budget Category form. All charges must be clearly documented **and rounded off to the nearest whole dollar**. Enter the total amount of the budget category at the bottom of the form. If additional pages are needed, total only the last page of each budget category.

The bottom of the Equipment Category form contains a format for identifying the project total and fund distribution. This section must be completed and submitted even if there are no line items identified in the equipment category.

### **a. Personal Services – Salaries/Employee Benefits (OES A303a)**

#### 1) **Salaries**

Personal services include all services performed by staff who are directly employed by the applicant and must be identified by position and percentage of salaries. All other persons are to be shown as consultants in the Operating Expenses Category supported by a MOU, contract, or OA, which must be kept on file by the recipient and made available for review during an OES site visit, monitoring visit, or audit. Furthermore, in the case of grants being passed through a recipient to be operated

by another agency, the staff from the second agency will be shown in the Operating Expenses Category. In either case, they may be salaried or hourly, full-time or part-time positions. Sick leave, vacation, holidays, overtime, and shift differentials must be budgeted as salaries. If agency personnel have accrued sick leave or vacation time prior to the approval of grant funding, they may not take that time off using project funds.

## 2) Benefits

Employee benefits must be identified by type and percentage of salaries. Applicant may use fixed percentages of salaries to calculate benefits. Budgeted benefits cannot exceed those already established by the applicant.

Employer contributions or expenses for social security, employee life and health insurance plans, unemployment insurance, and/or pension plans are allowable budget items. Other benefits, such as uniforms or California Bar Association dues, are allowable budget items if negotiated as a part of an employee benefit package.

A line item is required for each different position/classification, but not for each individual employee. If several people will be employed full-time or part-time in the same position/classification, provide the number of full-time equivalents (e.g., three half-time clerical personnel should be itemized as 1½ clerical positions).

### **b. Operating Expenses (OES A303b)**

Operating expenses are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses may include specific items directly charged to the project, and in some cases, an indirect cost allowance. The expenses must be grant-related (e.g., to further the program objectives as defined in the grant award) and be encumbered during the grant period.

The following items fall within this category: consultant services such as subcontractors who are not employed by the applicant, travel, office supplies, training materials, research forms, equipment maintenance, software equipment rental/lease, telephone, postage, printing, facility rental, vehicle maintenance, answering service fees, and other consumable items. Furniture and office equipment with an acquisition cost of less than \$1,000 per unit (including tax, installation, and freight) **and/or with a useful life of less than one year fall within this category**.

Budget for all anticipated training related to the project. Applicant must budget for a minimum of one OES-sponsored training session during the grant year. A minimum of two project staff from each participating agency must attend each training conference. Applicant must include sufficient per diem and travel allocations for persons to attend required OES training conferences or workshops. Applicant must budget a minimum of \$200 for registration fees for each person. If several staff will be attending the same event, budget for the total number of people.

### **c. Equipment (OES A303c)**

Equipment is defined as nonexpendable tangible personal property having **a useful life of more than one year** and an acquisition cost of \$1,000 or more per unit (including tax, installation, and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laser jet printers must be one line item, not three).

### **C. PROPOSAL APPENDIX**

The Proposal Appendix provides OES with additional information from the applicant to support components of the proposal. The following must be included:

- Organizational Chart: The Organizational Chart should provide a clear and detailed depiction of the structure of the applicant organization, and the specific unit within the organization that will be responsible for the implementation of the project. This chart should also depict supporting units within the organization (e.g., the Accounting Unit) and depict the lines of authority within the organization. Job titles on the Organizational Chart should match those in the Budget and Budget Narrative.
- Operational Agreements: OAs must be dated and contain original signatures, titles and agency names for both parties. This document must demonstrate a formal system of networking and coordination with other agencies and the project. Those submitted with the proposal must be effective for the proposed grant year. For the purpose of this RFP, the terms OAs and MOU are synonymous. A sample OA is provided in the Forms Section (Part III) of this RFP.
- Certification of Assurance of Compliance,
- Project Service Area Information,
- Project Contact Information,
- Project Summary,
- Other Funding Sources,
- Prior, Current and Proposed OES Funding,
- Additional Signature Authorization,
- Computer and Automated Systems Purchase Justification Guidelines,
- Emergency Fund Procedures,
- Noncompetitive Bid Request – Contracts for Services Checklist, and
- Noncompetitive Bid Request – Contracts for Goods Checklist.

### **D. PREFERENCE POINTS CERTIFICATION**

*California Government Code Section 7082* requires OES to give preference to applicants from areas in the state designated as Enterprise Zones. These are areas that have been identified to receive state contract preference points due to high unemployment, lower incomes, and population density. The goal of the Enterprise Zone Program is to stimulate growth in economically distressed areas. Five percent of the applicant's total score will be added to the proposal for the applicant that specifically targets a designated zone for services. Two percent of the applicant's



total score will be added to the proposal for applicant whose service area includes an Enterprise Zone, but does not specifically target the area for services.

Complete information concerning the Enterprise Zone Program is available on-line from the California Technology, Trade and Commerce Agency, Community and Investment Incentives Section of the Business and Community Resources web page at <http://www.commerce.ca.gov>. If the applicant is eligible for preference points, certification of eligibility by the appropriate agency must be provided. Self-certification is not allowed. A certification form is provided in the Forms Section (Part III) of this RFP.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM  
COMPETITIVE REQUEST FOR PROPOSAL**

**PART III – FORMS**

**PROPOSAL CHECKLIST AND REQUIRED SEQUENCE**

This checklist is provided to ensure that a complete proposal is submitted to OES. Failure to include any of the following elements may result in disqualification of the proposal.

- ☐ PROPOSAL COVER SHEET
- ☐ GRANT AWARD FACE SHEET, signed by the official authorized to enter into Grant Award Agreement.
- ☐ PREFERENCE POINTS CERTIFICATION FORM signed by the designated Enterprise Zone Contact.
- ☐ PROJECT NARRATIVE
  - Problem Statement
  - Plan and Implementation
- ☐ PROJECT BUDGET
  - Budget Narrative
  - Budget Forms OES A303a, A303b, A303c
- ☐ PROPOSAL APPENDIX
  - Organizational Chart
  - Operational Agreements
  - Certification of Assurance of Compliance
  - Project Service Area Information
  - Project Contact Information
  - Project Summary
  - Other Funding Sources
  - Prior, Current and Proposed OES Funding
  - Additional Signature Authorization
  - Computer and Automated Systems Purchase Justification Guidelines
  - Emergency Fund Procedures
  - Noncompetitive Bid Request – Contracts for Services Checklist
  - Noncompetitive Bid Request – Contracts for Goods Checklist



**LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**  
**GOVERNOR'S OFFICE OF EMERGENCY SERVICES**  
3650 SCHRIEVER AVENUE  
MATHER, CALIFORNIA 95655  
(916) 324-9100  
FAX: 327-5674



**PROPOSAL COVER SHEET**

**RFP PROCESS**

**CHILD SEXUAL ABUSE TREATMENT PROGRAM RFP**

**Deliver to the Children's Section**

Submitted by:

(Place name, address, and phone number of applicant here.)

## GRANT AWARD FACE SHEET INSTRUCTIONS

1. **Administrative Agency**  
Enter the complete name of the unit of government applying for funding (e.g., Alameda County, City of Fresno), also referred to as the “recipient.”
2. **Implementing Agency Name**  
Enter the complete name of the agency responsible for the day-to-day operation of the grant (e.g., Sheriff, Police Department), and the contact person’s name, address, and phone number. Include an email address, if you have one.
3. **Project Title**  
Enter the complete title of the project. Do not use acronyms. Do not exceed 60 characters, including spaces and punctuation.
4. **Project Director**  
Enter the requested information of the individual ultimately responsible for the project. This information must be limited to six lines. **NOTE: If you use a P.O. Box address, a street address is also required for UPS and site visit purposes.**
5. **Financial Officer**  
Enter the requested information of the person who will be responsible for all fiscal matters relating to the project. This person must be someone other than the project director. The reimbursement check for this project will be mailed to the address shown for the financial officer. This information must be limited to six lines. **NOTE: If you use a P.O. Box address, a street address is also required for UPS and site visit purposes.**
6. **Award Number**  
Leave blank (to be completed by OES).
7. **Grant Period**  
Enter beginning and ending dates of grant cycle as specified in RFP, Part I, E.
8. **Federal Amount**  
If applicable, enter the amount of federal funds requested for the project. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
9. **State Amount**  
If applicable, enter the amount of state funds requested for the project. If not applicable, enter N/A.
10. **Cash Match**  
If applicable, enter the amount of cash match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
11. **In-Kind Match**  
If applicable, enter the amount of in-kind match. The amount must be consistent with the proposed budget. If not applicable, enter N/A.
12. **Total Project Cost**  
Enter the sum of items 8, 9, 10, and 11. The amount must be consistent with the proposed budget.
13. **Official Authorized to Sign for Applicant/Grant Recipient**  
Enter the signature, name, title, address, telephone number, and e-mail address of the official authorized to enter into the Grant Award Agreement for the city/county or community-based organization, as stated in the language between items 12 and 13 of the Grant Award Face Sheet (OES A301). **Provide an original signature of the authorized official in blue ink.**

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**GRANT AWARD FACE SHEET (OES A301)**

The Governor's Office of Emergency Services, hereafter designated OES, hereby makes a grant award of funds to the following

**(1) Administrative Agency**

hereafter designated Recipient, in the amount and for the purpose and duration set forth in this grant award.

**(2) Implementing Agency Name**

<b>Contact</b> _____	<b>Address</b> _____
<b>E-mail address</b> _____	<b>Telephone</b> (    ) _____

<b>(3) Project Title</b> (60 characters maximum)	<b>(6) Award Number [FOR OES USE ONLY]</b>
<b>(4) Project Director</b> (Name, Title, Street/P.O. Box Address, Telephone, E-mail – six lines maximum)	<b>(7) Grant Period</b>
	<b>(8) Federal Amount</b>
	<b>(9) State Amount</b>
<b>(5) Financial Officer</b> (Name, Title, Street/P.O. Box Address, Telephone, E-Mail – six lines maximum)	<b>(10) Cash Match</b> N/A
	<b>(11) In-Kind Match</b> N/A
	<b>(12) Total Project Cost</b>

This grant award consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurance of Compliance forms which are being submitted. I hereby certify that: (1) I am vested with authority to, and have the approval of the City/County Financial Officer, City Manager, or Governing Board Chair, enter into this grant award agreement; and (2) all funds received pursuant to this agreement will be spent exclusively on the purposes specified. The grant recipient signifies acceptance of this grant award and agrees to administer the grant project in accordance with the statute(s), the Program Guidelines, the *2004 Grant Recipient Handbook*, and the OES audit requirements, as stated in this RFP or RFA. The grant recipient further agrees to all legal conditions and terms incorporated by reference in this RFP or RFA.

<p style="text-align: center;"><b>[FOR OES USE ONLY]</b></p> <p>Item: _____</p> <p>Chapter: _____</p> <p>PCA No.: _____</p> <p>Components No.: _____</p> <p>Project No.: _____</p> <p>Amount: _____</p> <p>Split Fund: _____</p> <p>Split Encumber: _____</p> <p>Year: _____</p> <p>Fed. Cat. #: _____</p> <p>Match Requirement: _____</p> <p>Fund: _____</p> <p>Program: _____</p> <p>Region: _____</p>	<p><b>(13) Official Authorized to Sign for Applicant/Grant Recipient</b></p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Street Address: _____</p> <p>City: _____ Zip: _____</p> <p>P.O. Box _____</p> <p>City _____ Zip: _____</p> <p>Telephone: (    ) _____</p> <p>E-mail address: _____</p> <p>Date: _____</p> <hr/> <p style="text-align: center;"><b>[FOR OES USE ONLY]</b></p> <p>I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.</p> <table border="0" style="width: 100%;"><tr><td style="width: 50%;">OES Fiscal Officer _____</td><td style="width: 50%;">Date _____</td></tr><tr><td>OES Director _____</td><td>Date _____</td></tr></table>	OES Fiscal Officer _____	Date _____	OES Director _____	Date _____
OES Fiscal Officer _____	Date _____				
OES Director _____	Date _____				

## PREFERENCE POINTS CERTIFICATION

*Use this format if one is not provided by the Lead agency.*

**DATE:**

**TO:** GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION

**FROM:** Community Contact  
Enterprise Zone Program

**SUBJECT:** PREFERENCE POINTS

*(check only one box)*

- ☐ (5%) The applicant named below has targeted this enterprise zone for grant-related activities.
- ☐ (2%) The applicant named below has not specifically targeted this enterprise zone for grant-related activities. However, the applicant provides needed services to residents of this community.

Applicant Name \_\_\_\_\_

Project Name \_\_\_\_\_

Address \_\_\_\_\_

Program Zone \_\_\_\_\_

I certify that I have reviewed the proposed project and that it meets the eligibility requirements for preference points as required by *California Government Code Section 7082*.

\_\_\_\_\_  
Print Name of Enterprise Zone Contact

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Enterprise Zone Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Enterprise Zone Agency

\_\_\_\_\_  
Address

( ) \_\_\_\_\_  
Telephone Number

**PROJECT NARRATIVE**  
**GOES HERE**

No standard forms are provided for the Project Narrative.

See Instructions in Part II of this RFP for details

**PROJECT BUDGET**  
**BUDGET NARRATIVE**  
**GOES HERE**

No standard forms are provided for the Budget Narrative.

See Instructions in Part II of this RFP for details.



BUDGET CATEGORY AND LINE ITEM DETAIL	
A. Personal Services – Salaries/Employee Benefits	COST
<b>TOTAL</b>	

OES A303a

BUDGET CATEGORY AND LINE ITEM DETAIL	
B. Operating Expenses	COST
<b>TOTAL</b>	

OES A303b

[illegible]

OES A303c

## **PROPOSAL APPENDIX**

### **GOES HERE**

See Instructions in Part II of this RFP for details.

## SAMPLE OPERATIONAL AGREEMENT

This Operational Agreement stands as evidence that the (applicant agency) and the (agency) intend to work together toward the mutual goal of providing maximum available assistance for crime victims residing in (jurisdiction). Both agencies believe that implementation of the (program) proposal, as described herein, will further this goal. To this end, each agency agrees to participate in the program, if selected for funding, by coordinating/providing the following services:

The (applicant agency) project will closely coordinate the following services with the (agency) through:

- Project staff being readily available to (agency) for service provision through (describe arrangements with the agency);
- Regularly scheduled meetings (how often) between (persons/positions) to discuss strategies, timetables and implementation of mandated services.

\* Specifically:

\* List specific activities that will be undertaken between the two agencies or other specifics of the agreement.

We, the undersigned, as authorized representatives of (applicant agency) and (agency), do hereby approve this document.

For \_\_\_\_\_

For \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

## CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, \_\_\_\_\_ hereby certify that  
(official authorized to sign grant award; same person as line 13 on Grant Award Face Sheet)

RECEIPT: \_\_\_\_\_

IMPLEMENTING AGENCY: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

is responsible for reviewing the *2004 Grant Recipient Handbook*<sup>1</sup> and adhering to all of the Grant Award Agreement requirements (state and/or federal) as directed by OES including, but not limited to, the following areas:

### I. Equal Employment Opportunity – (*2004 Grant Recipient Handbook, Section 2151*)

It is the public policy of the State of California to promote equal employment opportunity by prohibiting discrimination or harassment in employment because of race, religious creed, color, national origin, ancestry, disability (mental and physical) including HIV and AIDS, medical condition (cancer and genetic characteristics), marital status, sex, sexual orientation, denial of family medical care leave, denial of pregnancy disability leave, or age (over 40). **OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.**

Please provide the following information:

Affirmative Action Officer: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### II. Drug-Free Workplace Act of 1990 – (*2004 Grant Recipient Handbook, Section 2152*)

The State of California requires that every person or organization awarded a grant or contract shall certify it will provide a drug free workplace.

### III. California Environmental Quality Act (CEQA) – (*2004 Grant Recipient Handbook, Section 2153*)

The State of California requires all OES-funded projects to obtain written certification that the project is not impacting the environment negatively

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<sup>1</sup>The *2004 Grant Recipient Handbook* can be obtained from [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Plans and Publications, RFA/RFP 2004 Grant Recipient Handbook."

#### **IV. Lobbying – (2004 Grant Recipient Handbook, Section 2154)**

OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

#### **V. Debarment and Suspension – (2004 Grant Recipient Handbook, Section 2155)**

*(This applies to federally funded grants only.)*

OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

#### **VI. Proof of Authority from City Council/Governing Board**

The above-named organization (applicant) accepts responsibility (with an original signature) for and will comply with the requirement to obtain written authorization from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Grant Award Agreement, including civil court actions for damages, shall be the responsibility of the grant recipient and the authorizing agency. The State of California and OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization (with an original signature) from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand. This requirement does not apply to state agencies.

All appropriate documentation must be maintained on file by the project and available for OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the recipient may be ineligible for award of any future grants if the OES determines that any of the following has occurred: (1) the recipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION
<p>I, the official named below, am the same individual authorized to sign the Grant Award Agreement [line 13 on Grant Award Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.</p> <p>Authorized Official's Signature: _____</p> <p>Authorized Official's Typed Name: _____</p> <p>Authorized Official's Title: _____</p> <p>Date Executed: _____</p> <p>Federal ID Number: _____</p> <p>Executed in the City/County of: _____</p>
<p><b>AUTHORIZED BY: (Not Applicable to State Agencies)</b></p> <ul style="list-style-type: none"><li>• City/County Financial Officer, or</li><li>• City Manager, or</li><li>• Governing Board Chair</li></ul> <p>Signature: _____</p> <p>Typed Name: _____</p> <p>Title: _____</p>



## **PROJECT SERVICE AREA INFORMATION**

1. COUNTY OR COUNTIES SERVED: Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.
  
2. U.S. CONGRESSIONAL DISTRICT(S): Enter the number(s) of the U.S. Congressional District(s), which the project serves. Put an asterisk for the district where the project's principal office is located.
  
3. STATE ASSEMBLY DISTRICT(S): Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.
  
4. STATE SENATE DISTRICT(S): Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.
  
5. POPULATION OF SERVICE AREA: Enter the total population of the area served by the project.

## PROJECT CONTACT INSTRUCTIONS

1. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** having **day-to-day responsibility** for the project.
2. Provide the name, title, address, telephone number, fax number, and e-mail address for the **person** to whom the person listed in **#1 is accountable**.
3. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Executive Director** or **Chief Executive Officer** of the implementing agency.
4. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Financial Officer** for the project.
5. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Project Director** for the project.
6. Provide the name, title, address, telephone number, fax number, and e-mail address for the **Chair** of the **Governing Body** of the implementing agency.

## PROJECT CONTACT INFORMATION

Applicant \_\_\_\_\_ Grant Number \_\_\_\_\_  
[FOR OES USE ONLY]

Provide the name, title, address, telephone number, fax number, and e-mail address for the project contact persons named below. **If a section does not apply to your project, enter "N/A."** **NOTE: If you use a P.O. Box address, a street address is also required for UPS and site visit purposes.**

1. The **person** having **day-to-day responsibility** for the project:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box	City:	Zip:
Telephone Number: ( )	Fax Number: ( )	
E-Mail Address:		

2. The **person** to whom the person listed in **#1 is accountable**:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box	City:	Zip:
Telephone Number: ( )	Fax Number: ( )	
E-Mail Address:		

3. The **Executive Director** of a nonprofit organization or the **Chief Executive Officer** (e.g., chief of police, superintendent of schools) of the implementing agency:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box	City:	Zip:
Telephone Number: ( )	Fax Number: ( )	
E-Mail Address:		

4. The **Financial Officer** for the project:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box	City:	Zip:
Telephone Number: ( )	Fax Number: ( )	
E-Mail Address:		

5. The **Project Director** for the project:

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box	City:	Zip:
Telephone Number: ( )	Fax Number: ( )	
E-Mail Address:		

6. The **Chair** of the **governing body** of the implementing agency: *(Provide address and telephone number other than that of the implementing agency.)*

Name:	Title:	
Street Address:	City:	Zip:
P.O. Box	City:	Zip:
Telephone Number: ( )	Fax Number: ( )	
E-Mail Address:		

## PROJECT SUMMARY INSTRUCTIONS

All of the necessary project information must be placed on the form in the space allowed. **Additional pages may not be added.** This is a summary of the project narrative.

1. **PROJECT YEAR:** If the project is new, check new. If the project is continuing, check the box of the proposed year of the project (i.e., Year 2) or insert the year of operation.
2. **PROJECT TITLE:** Enter the complete title. The title **MUST** describe the focus of the project. Acronyms are not acceptable. Do not exceed 60 characters, including space and punctuation.
3. **GRANT PERIOD:** Enter the beginning and ending dates of funding as specified in the grant application.
4. **APPLICANT:** Enter the name and complete address of the organization that is applying for the grant.
5. **FUNDS REQUESTED:** Enter the amount of grant funds requested. This must be the same amount used on the budget pages and on the proposal cover sheet.
6. **IMPLEMENTING AGENCY:** Enter the agency or organization designated on the Grant Award Face Sheet as the programmatic recipient of the grant funds who will accomplish the planned objectives and program goals.
7. **PROGRAM DESCRIPTION:** Provide a description of the specific area of service which OES is authorized to fund based upon state or federal legislation.
8. **PROBLEM STATEMENT:** Describe the problem the project will address. Support the problem with data such as number of offenses, description of the target area, and local needs.
9. **OBJECTIVES:** Include the quantifiable measurements which define a course of action in order to accomplish the program goals.
  - 1) **LARGE COMMUNITIES:** An applicant who intends to serve communities of more than 500,000 population.
  - 2) **MEDIUM COMMUNITIES:** An applicant who intends to serve communities between 125,000 and 499,999 population.
  - 3) **SMALL COMMUNITIES:** An applicant who intends to serve communities of less than 125,000 population.
10. **ACTIVITIES:** Describe activities you will perform to accomplish each objective (quantify where possible).
11. **CATEGORY:** N/A.
12. **PROGRAM AREA:** Check appropriate program area.
13. **EVALUATION:** Describe how project performance will be measured. Note who will conduct the evaluation (e.g., project staff, government personnel, or outside consultants).
14. **NUMBER OF CLIENTS TO BE SERVED:** Enter the number of clients.

15. **PROJECTED BUDGET:** List all noted budget items. Be specific in breakdown of grant funds and all other budget sources.
16. **RESPONSIBLE OFFICIAL:** The legally responsible official for the organization should sign and date this document. The official's name and title should be typed in the space provided.

PROJECT SUMMARY		
<b>1. PROJECT YEAR</b> <input type="checkbox"/> New <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Other:	<b>2. PROJECT TITLE</b>	<b>3. GRANT PERIOD</b> _____ to _____
<b>3. APPLICANT</b> Name: _____ Phone: (    ) Address: _____ Fax #: (    ) City: _____ Zip: _____		<b>5. FUNDS REQUESTED</b> \$ _____
<b>6. IMPLEMENTING AGENCY</b> Name: _____ Phone: (    ) Fax #: (    ) Address: _____ City: _____ Zip: _____		
<b>7. PROGRAM DESCRIPTION</b>           		
<b>8. PROBLEM STATEMENT</b>           		
<b>9. OBJECTIVES</b>           		

<b>10. ACTIVITIES</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"> <b>11. CATEGORY</b>  N/A </td> </tr> <tr> <td style="padding: 5px;"> <b>12. PROGRAM AREA</b> </td> </tr> </table>	<b>11. CATEGORY</b>  N/A	<b>12. PROGRAM AREA</b>
<b>11. CATEGORY</b>  N/A			
<b>12. PROGRAM AREA</b>			
<b>13. EVALUATION</b>	<b>14. NUMBER OF CLIENTS TO BE SERVED</b>		

  

**15. PROJECTED BUDGET**

	Personnel Services	Operating Expenses	Equipment	TOTAL
Funds Requested .....				
Other Grant Funds .....				
Other Sources (list in-kind, fees, etc.) .....				

  

**16. NAME OF RESPONSIBLE OFFICIAL**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Typed Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## OTHER FUNDING SOURCES

Complete this form to report the total funds available to support the activities related to accomplishing the goals and objectives of the Grant Award Agreement. In the "Grant Funds" column, report the OES funds requested by category. In the "Other Funds" column, report all other funds available to support the project by category and then calculate the totals by category in the "Program Total" column. Total each column to arrive at the total program funds available.

<b>OTHER FUNDING SOURCES</b>			
<b>BUDGET CATEGORY</b>	<b>GRANT FUNDS</b> <i>(Use only the grant funds identified in the preceding budget pages.)</i>	<b>OTHER FUNDS</b>	<b>PROGRAM TOTAL</b>
<b>Personal Services</b>			
<b>Operating Expenses</b>			
<b>Equipment</b>			
<b>TOTAL</b>			

OES 653

**This form does not become part of the grant award.**



## PRIOR, CURRENT AND PROPOSED OES FUNDING

List all currently funded OES projects and all OES grants awarded to the applicant during the last five (5) fiscal years. Include the fiscal year of operation, the grant number and the amount of OES funding. For current and proposed grants that include positions funded by more than one OES grant, list these personnel by title and the percentage of the position funded by OES. The percentage of funding must not exceed 100 percent for any one individual.

<b>Example</b>				
<b>FISCAL YEAR</b>	<b>GRANT NUMBER</b>	<b>GRANT AMOUNT</b>	<b>PERSONNEL BY TITLE</b>	<b>PERCENTAGE PAID BY OES</b>
1993-94	CP93010001	\$50,000	Project Director	25%
1993-94	CR93020001	\$67,000	Project Director	25%
1993-94	DS93020001	\$68,000	Project Director	50%

<b>PRIOR, CURRENT AND PROPOSED OES FUNDING</b>				
<b>FISCAL YEAR</b>	<b>GRANT NUMBER</b>	<b>GRANT AMOUNT</b>	<b>PERSONNEL BY TITLE</b>	<b>% OF OES FUNDING</b>

## **ADDITIONAL SIGNATURE AUTHORIZATION INSTRUCTIONS**

Applicant may request signature authority in addition to the designated Project Director and/or Financial Officer by completing an Additional Signature Authority form and submitting it with the Grant Award Forms package. Space is provided for the addition of up to five (5) additional authorizations for the Project Director or Financial Officer.

No single individual may be authorized to sign for both the Project Director and the Financial Officer. **By signing the bottom of this form, the Project Director and/or Financial Officer authorize the person(s) identified on the form to act on their behalf on all grant-related matters.**

## ADDITIONAL SIGNATURE AUTHORIZATION

Grant Award #: \_\_\_\_\_

Applicant: \_\_\_\_\_

Project Title: \_\_\_\_\_

Grant Period: \_\_\_\_\_ to \_\_\_\_\_

The following persons are authorized to sign for:

### Project Director:

### Financial Officer:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

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Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

---

### Approved By:

Project Director: \_\_\_\_\_

Date: \_\_\_\_\_

Financial Officer: \_\_\_\_\_

Date: \_\_\_\_\_

## **COMPUTER AND AUTOMATED SYSTEMS PURCHASE JUSTIFICATION GUIDELINES**

As stated in the *2004 Grant Recipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

- A. Please answer the following questions. Attach as many pages as necessary to fully answer each question.
  - 1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/ activities of the project as specified in the Grant Award Agreement.
- B. If the request is for hardware and software in which the total costs exceed \$10,000, answer the following questions:
  - 1. Describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one. In your description please be specific as to type and location of hardware/software and how the system will be operated and maintained.
  - 2. Will the proposed system design meet not only your current, but future needs? Describe in detail.
  - 3. Does the proposed system integrate with others within the agency? Explain both yes and no responses in detail.
  - 4. Do you plan on integrating this system with existing city, county, regional or statewide networks? Explain both yes or no responses in detail.
  - 5. For criminal justice agencies, does the proposed system meet the minimum requirements of the Statewide Integrated Narcotics System (SINS)? Contact OES for additional information regarding SINS requirements.
  - 6. Does the proposed system include intelligence data subject to *28 CFR Part 23* (2003)? Contact California Department of Justice at (916) 263-1182, Western States Information Network regarding these requirements and have them sign the certification of compliance.

## EMERGENCY FUND PROCEDURES

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RECIPIENT NAME

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GRANT NUMBER

In order for a project to develop an emergency fund with grant funds, certain criteria must be maintained. "Emergency" is defined as any immediate financial intervention in response to a victim's basic needs such as: temporary emergency shelter, food, transportation, clothing, and medical care including prescription medicine, eyeglasses, or dentures.

Because of the nature of the fund, it needs to be easily accessible. It is also necessary, however, that some safeguards and accountability of the fund be maintained. For effective management and audit purposes, the following procedures must be maintained:

1. The emergency fund and regular grant allocation must be kept separate, each with their own accounts.
2. Vouchers, receipts, and canceled checks must be maintained for audit purposes.
3. The authority to make payments from the emergency fund rests with the Chief Executive of the agency. Authority to draw on the emergency fund has been delegated by the Chief Executive to \_\_\_\_\_. In order to be valid, checks must require a counter signature. OES will be notified in writing of any changes in responsibility within ten days of the change.
4. If an imprest cash fund is used, the name, address and signature of the recipient will be maintained, as well as the date, amount and reason for the request.
5. Grant funds will not be commingled with other emergency monies.
6. As checks are drawn against the fund, a copy will be sent to the person in charge of the project's accounting.
7. This fund will be used only in the absence of another community resource, and only in the case of an emergency.
8. Verification of the crime will be made with local law enforcement. A copy of the crime report or verification slip will be kept on file.
9. Payments will be limited to payment for goods or services. A credit system, in lieu of cash payment, will be explored with local merchants. Direct cash allotments will be limited to no more than \$\_\_\_\_\_ per individual. Victims are not eligible to draw on the emergency fund for more than \_\_\_\_\_ crime incidents per year.
10. Records will reflect whether the emergency money is considered a loan and full or partial repayment is expected, or whether the money is an outright gift. Any repayments will be considered project income and must be used to reimburse the emergency fund.

## NONCOMPETITIVE BID REQUEST CONTRACTS FOR SERVICES CHECKLIST

Has the applicant/recipient met the following requirements of the *2004 Grant Recipient Handbook*:

### **Section 3511**

**Yes**

**No**

Do conditions exist that require a sole/single-source contract?

☐
☐

### **Section 3521.1**

Is a brief description of the program or project included?

☐
☐

### **Section 3521.2**

Was it necessary to contract noncompetitively?

☐
☐

Did the contractor submit his/her qualifications?

☐
☐

Is the reasonableness of the cost justified?

☐
☐

Were cost comparisons made with differences noted for similar services?

☐
☐

Is a justification provided regarding the need for contract?

☐
☐

### **Section 3521.3**

Is an explanation provided for the uniqueness of the contract?

☐
☐

### **Section 3521.4**

Are there time constraints impacting the project?

☐
☐

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

☐
☐

## **NONCOMPETITIVE BID REQUEST CONTRACTS FOR GOODS CHECKLIST**

Has the applicant met the following requirements of the *2004 Grant Recipient Handbook*:

### **Section 3510**

**Yes**

**No**

Do conditions exist that require a sole/single-source contract?

☐☐

### **Section 3521.1**

Is a brief description of the program or project included?

☐☐

### **Section 3521.2**

Was it necessary to contract noncompetitively?

☐☐

Did the contractor submit his/her qualifications?

☐☐

Is the reasonableness of the cost justified?

☐☐

Were cost comparisons made with differences noted for similar services?

☐☐

Is a justification provided regarding the need for contract?

☐☐

### **Section 3521.3**

Is an explanation provided for the uniqueness of the contract?

☐☐

### **Section 3521.4**

Are there time constraints impacting the project?

☐☐

Were comparisons made to identify the time required for another contractor to reach the same level of competence?

☐☐

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TREATMENT (CSAT) PROGRAM  
COMPETITIVE REQUEST FOR PROPOSAL**

**PART IV – ADDITIONAL INFORMATION**

This section contains additional information that applicant is strongly encouraged to review in preparing proposal. Among the documents contained in this section is a copy of the Rating Form with the criteria that will be used to score proposals. Applicant is encouraged to use the Rating Form to review the proposal prior to submission.

- A. Submitting A Proposal
- B. Selection of Proposal For Funding
- C. Finalizing the Grant Award Agreement
- D. Administrative Requirements
- E. Budget Policy
- F. Glossary of Terms
- G. Rating Form
- H. Summary of Past Performance Policy



## **A. SUBMITTING A PROPOSAL**

One original and three copies of the proposal must be delivered to OES' Law Enforcement and Victim Services Division by the date and time indicated below. Submission options are:

1. Regular mail, **postmarked by Friday, March 25, 2005** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
Children's Section – Claire Wimbley-Brown  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: CHILD SEXUAL ABUSE TREATMENT PROGRAM

2. Overnight mail, **postmarked by Friday, March 25, 2005** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
Children's Section – Claire Wimbley-Brown  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: CHILD SEXUAL ABUSE TREATMENT PROGRAM

3. Hand delivered by **5:00 p.m. on Friday, March 25, 2005** to:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
Children's Section – Claire Wimbley-Brown  
1130 K Street, Suite 300  
Sacramento, CA 95814  
Attn: CHILD SEXUAL ABUSE TREATMENT PROGRAM

**NOTE: OES' Law Enforcement and Victim Services Division is located on the 3<sup>d</sup> floor of the Bank of America Building, at the corner of 12<sup>th</sup> and K Streets. Street parking is limited and metered. Parking garages are located on the east side of 12<sup>th</sup> Street. The application will be date and time stamped and a receipt will be provided upon request.**

## **B. SELECTION OF PROPOSAL FOR FUNDING**

### **1. Proposal Rating**

All proposals received by the deadline will be read and rated by a team usually consisting of three raters. The averaged scores from the raters for the qualified proposals will be ranked numerically to develop a ranked list for each program. The rating form that will be used for this process is included in this section. It is provided as information only and is not to be submitted with the proposal. Applicant must receive a minimum of fifty percent (50%) of Total Points Possible (not including the Preference Points Certification points) in order to receive funding for this program.

## 2. **Funding Recommendations**

Recommendations for funding will be based on the following:

- the ranked score of the proposal;
- consideration of the funding priorities or geographical distribution of selected proposals as applicable to each program; and,
- prior negative administrative and programmatic performance and compliance as a Governor's Office of Criminal Justice Planning (OCJP)/OES - funded project, if applicable.

Projects previously funded by OCJP/OES will be reviewed for poor past compliance, including financial management, progress and annual reports, monitoring results, audit reports, and any other relevant documentation or information. This review may result in one or more of the following actions: a) the project may not be selected for funding; b) the amount of funding may be reduced; or c) grant award conditions may be placed in the Grant Award Agreement. See the attached Past Performance Policy for details.

Recommendations for funding are submitted to the Director of OES who makes the funding decisions, **with the following exceptions:**

- The Director of OES makes funding recommendations to the State Advisory Committee (SAC) on Sexual Assault Victim Services for the Rape Crisis, Child Sexual Abuse Treatment, and the Child Sexual Exploitation and Intervention programs, which makes the final funding decisions in accordance with *California Penal Code Sections 13836 and 13837*.

## 3. **Notification Process**

All applicants submitting a proposal will be notified in writing of the results of the rating process. Applicants not selected for funding will receive a letter and information on the appeals process.

## C. **FINALIZING THE GRANT AWARD AGREEMENT**

### 1. **Standard Project Funding Authority**

**Allocation of funds is contingent on the enactment of the State Budget.** OES does not have the authority to disburse any funds until the budget is passed and the Grant Award Agreement is fully executed. Until such time, projects must refrain from incurring any expenditures. Any expenditures incurred prior to authorization are made at the project's own risk. When the executed grant is received, authorized expenditure reports may be submitted for reimbursement of grant funds.

If, during the term of the grant award, the state funds appropriated for the purposes of the grant award are reduced or eliminated by the California Legislature or the United States Government, or in the event revenues are not collected at the level appropriated, OES may immediately terminate or reduce the grant award by written notice to the recipient. However, no such termination or reduction shall apply to allowable costs already incurred by the recipient to the extent that state or federal funds are available for payment of such costs.

OES Grant Award Agreements are subject to applicable restrictions, limitations, or conditions enacted by the California Legislature and/or the United States Government, subsequent to execution of the Agreement.

## **2. Processing Grant Awards**

### **a. Submission of Additional Materials**

Upon selection of the projects to be funded, OES will send the subrecipient necessary documents or requests for changes of these documents by subrecipient for completion prior to the finalization of the Grant Award Agreement. OES is not obligated to fund a project until the applicant submits correctly completed documents required. The final completed and approved application becomes the Grant Award Agreement when signed by OES' Director or designee.

The RFP package has various documents. One of which is the Certification of Assurance of Compliance (OES 656) with specific details regarding Equal Employment Opportunity Program (EEOP), Drug Free Workplace Compliance, California Environmental Quality Act (CEQA), Lobbying, Debarment and Suspension requirements, and Proof of Authority from City Council/Governing Board. **In signing the Grant Award Face Sheet, the applicant formally notifies OES that the applicant will comply with all pertinent requirements.**

Resolutions are no longer required as submission documents. OES has incorporated the resolution into the Certification of Assurance of Compliance, Section VI, entitled "Proof of Authority from City Council/Governing Board." The applicant is required to obtain written authorization from the city council/governing board that the official executing the agreement is, in fact, authorized to do so, and will maintain said written authorization on file and readily available upon demand.

### **b. Grant Award Conditions**

OES may add one or more grant award conditions to the Grant Award Agreement prior to or after funding. If conditions are added, these will be discussed with the applicant and a copy will be sent to the grant recipient when the conditions are made part of the Grant Award Agreement. Grant award conditions may include requirements for sole source justification, a computer feasibility study, or any other requirements deemed necessary by OES.

### **c. Grant Award Agreement**

A copy of the executed Grant Award Agreement and all the attachments will be sent to the project director. Applicant is not authorized to incur costs against the grant until they have received a copy of the fully executed Grant Award Agreement. When the executed grant is received, the Report of Expenditures and Request for Funds (OES 201) may be submitted for reimbursement.

### **d. Grant Award Amounts**

Due to the limited amount of funds available, it may be necessary for OES to reduce the amount of the grant award from that requested by the applicant. In addition, OES reserves the right to negotiate budgetary changes with the applicant prior to executing the

Grant Award Agreement. If either of these actions is required, OES will notify the applicant prior to executing the Grant Award Agreement.

#### **D. ADMINISTRATIVE REQUIREMENTS**

The following requirements apply to projects selected for funding. These requirements are explained below for your planning purposes.

##### **1. The 2004 Grant Recipient Handbook**

The *2004 Grant Recipient Handbook* is accessible on the OES Internet website at [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Plans and Publications, 2004 Grant Recipient Handbook-CJPD." The *2004 Grant Recipient Handbook* contains administrative information and requirements necessary to implement the project. Recipients must administer their grants in accordance with the *2004 Grant Recipient Handbook* requirements. Failure to comply with these requirements can result in the withholding or termination of the grant award.

##### **2. Internet Access**

Funded projects are required to maintain Internet access with an established e-mail address. Grant funds may be used for this purpose, unless specifically prohibited by the RFP instructions.

##### **3. Progress Reports and Data Collection**

Funded projects are required to participate in data collection and to submit progress reports required by the program. Projects are required to keep accurate records to document their progress in achieving the objectives. These records must be kept by the project for a period of three years. During programmatic monitoring visits, OES will review these records for accuracy and compare them with the reported data submitted on the progress reports.

##### **4. Monthly/Quarterly Report of Expenditures and Request for Funds (OES 201)**

Community-based organizations (CBO) shall submit a monthly Report of Expenditures and Request for Funds (OES 201) unless they request a quarterly reporting period. All government and education agencies receiving funds will be required to report on a quarterly basis. This form is due within 30 calendar days at the end of the reporting period and must be submitted whether or not the project has incurred expenses. Delays in submitting these forms will result in the withholding of funds and may result in the termination of the grant award.

##### **5. Technical Assistance/Site Visits**

Each project selected for funding is assigned an OES program specialist to oversee the progress of the project in achieving its goals, objectives and compliance with the Grant Award Agreement. Program specialists are technical experts on the criminal justice system and in the administrative execution of Grant Award Agreements. They are available to assist the project in the successful implementation of the project and in meeting the administrative requirements of the Grant Award Agreement. Projects should expect a site visit from the assigned program specialist within the first six months of the grant period. Follow-up site visits will be conducted periodically throughout the life of the grant. Projects may request a site visit to obtain technical assistance. Projects must submit a request for approval for any changes to their project to the program specialist.

## **6. Monitoring Requirements**

A monitoring visit is an onsite assessment by the OES Monitoring and Audits Branch staff to determine if the project is in compliance with the Grant Award Agreement, the Program Guidelines, the RFA/RFP, and the *2004 Grant Recipient Handbook*. The goal of the monitoring process is to support program branches in helping projects achieve their goals. Projects will be monitored on a random or as-needed basis. The monitoring will cover all areas of project operation and will review the project's source documentation as substantiation for project goals, objectives, and activities.

## **7. Bonding Requirements**

All CBOs are required to obtain and send to OES a notarized copy of a blanket fidelity bond or equivalent insurance contract applicable to all officials and employees of OES-funded projects within 60 days of the signed Grant Award Agreement. Failure to comply with this requirement may result in the withholding of grant funds or termination of the Grant Award Agreement. The beneficiary named on the bond or an endorsement must include the "State of California, Governor's Office of Emergency Services."

The time period covered by the bond must include the effective date and total time period of the grant, including any extensions. The bond must be in an amount equal to 50 percent of the total grant award and may have a deductible in an amount not to exceed one percent (1%) of the bond.

A bond is not required of applicant sponsored by units of government. CBOs sponsored by units of government may submit documentation indicating this in lieu of the bond or equivalent insurance contract, unless specifically required in the RFP instructions or grant award conditions.

## **8. Audit Requirements**

The recipient must arrange for an independent audit of the grant award and may budget a portion of the audit costs. Instructions for budgeting funds for audit costs are outlined in the RFP Budget Policy.

## **9. Copyrights, Rights in Data, and Patents**

OES owns all rights of and reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, and use, in whole or in part, any material produced by activities supported by a Grant Award Agreement. These ownership rights are detailed in the *2004 Grant Recipient Handbook*.

## **10. Source Documentation**

If selected for funding, the applicant will be required to maintain source documentation to support claimed expenditures and project accomplishments. Source documentation is defined as records used to validate project activities and achievements as they pertain to the objectives outlined in the Grant Award Agreement. The subrecipient is to retain source documentation for progress reports on a quarterly basis, regardless of submission requirements. Requirements and definitions for program specific source documentation are delineated in the RFP instructions. The subrecipient will be required to have written job descriptions on file for all positions funded by OES detailing specific grant-related activities to achieve project objectives.

## **E. BUDGET POLICY**

This document summarizes information on OES Budget Policy contained in the *2004 Grant Recipient Handbook*. Additional information may be obtained by accessing the *2004 Grant Recipient Handbook* at [www.oes.ca.gov](http://www.oes.ca.gov) by selecting "Plans and Publications, RFA/RFP 2004 Grant Recipient Handbook."

### **1. Supplanting Prohibited**

Grant funds must be used to supplement existing funds for program activities and **not replace** funds that have been appropriated for the same purpose. If selected for funding, a written certification must be provided to OES indicating grant funds will not be used to supplant existing funds. Potential supplanting will be the subject of application review, post-award monitoring, and audit. The rules on supplanting are discussed at length in section 1313 of the *2004 Grant Recipient Handbook*.

### **2. Project Income**

Project income, such as client fees and fees for services provided by the recipient (i.e., training, presentations, etc.), asset forfeitures, profits from the sale of project products, and conference proceeds as the result of a direct trade of time or products for money must be used to offset or augment the grant, unless otherwise specified in the RFP instructions. Project income cannot be used as matching funds, unless otherwise specified in the RFP instructions.

### **3. Noncompetitive Bid Requests**

A competitive bid process is required to purchase equipment or consultant services with grant funds. Noncompetitively bid contracts are disfavored, and noncompetitive bid request approval is required prior to the purchase of equipment in excess of \$5,000 without using a competitive bid process, or to hire a specific consultant charging over \$5,000 without using a competitive bid process. Local units of government may use their approved procurement policy except for contracts over \$50,000. For organizations without a written procurement policy, a competitive bid process involves determining the specifications for the items needed and obtaining at least three bids from different vendors. Whenever a specific individual/organization name is identified in the project budget, a noncompetitive bid request will be required. OES will provide assistance in submitting a noncompetitive bid request if the proposal is selected for funding and if OES determines it is in the best interest of the project.

### **4. Match Policies**

The RFP instructions (Part II) may specify a cash or in-kind match. The match must be from a source other than state or federal funds that are budgeted for the project. When used to augment the project, expenditures for items such as personnel, operating expenses, or equipment are considered a match if not in violation of the prohibition on supplanting. The match specified in the budget will become part of the grant award. Specific instructions for calculating the match are provided below. There are examples of how to calculate the match requirement in sections 6550-6550.2 of the *2004 Grant Recipient Handbook*.

**a. State Funds Matching State or Federal Funds**

State and/or federal funds can be used to match other state and/or federal funds only if all of the following conditions have been met:

- 1) the other funding source does not prohibit this practice;
- 2) the funds are to be used for identical activities (e.g., to augment the project); and,
- 3) the project has obtained prior written approval from OES, or specific RFP instructions allow this practice.

**b. Type of Match**

1) Cash Match

Cash match, also known as hard match, is revenue from a source other than state or federal funds that is budgeted for the project. Cash match is often derived from the local funding resources committed to a project such as county general fund revenue, United Way contributions, private donations, or profits from fund-raising events. When used to augment the project, cash expenditures for items such as personnel, facilities, and supplies may be considered cash match if not in violation of the prohibition on supplanting.

2) In-Kind Match

In-kind match, also known as soft match, refers to goods and services which are contributed to the project, have a dollar value attached to them, and are also budgeted. In-kind contributions represent the project's non-cash outlay, including the non-cash outlay contributed by other public agencies and institutions, private organizations, and individuals. Examples include the donation of goods and volunteer time. In general, the value of in-kind contributions is determined by fair market value.

**5. Travel Policies**

The following is OES' current travel policy:

**a. Selection of Travel Policy**

Applicant may prepare the budget using his/her own travel policy or the state travel policy according to the following guidelines. Travel reimbursement will only be allowed based on actual costs.

1) Units of Government

Units of government may use their own written travel policy or the state policy.

2) Community-Based Organizations

A community-based organization may use the state travel policy or the applicant's written policy up to the maximum rates allowed by the state travel policy.

## **b. State Travel Policy**

Use the following state travel policy for budgeting travel expenses:

### 1) Out-of-State Travel

Out-of-state travel is restricted and only allowed in exceptional situations. Requests for approval for out-of-state travel will be reviewed if the applicant is selected for funding.

### 2) Mileage

When a privately owned vehicle is utilized on project-related business, a maximum of 34 cents per mile is allowed, unless a higher rate is justified. Documentation justifying a higher rate must be on file and available for audit, but should not be submitted with the proposal.

### 3) Meals and Incidentals

#### a) Breakfast \$6.00

Breakfast may be claimed when travel commences at or prior to 6:00 a.m. Breakfast may be claimed on the last fractional day of a trip of more than 24 hours if travel terminates at or after 9:00 a.m.

#### b) Lunch \$10.00

Lunch may not be claimed for travel less than 24 hours. Lunch may be claimed if the trip begins at or before 11:00 a.m. and may be claimed on the last fractional day of a trip of more than 24 hours if the travel terminates at or after 2:00 p.m.

#### c) Dinner \$18.00

Dinner may be claimed if the trip begins at or before 4:00 p.m. Dinner may be claimed when travel terminates at or after 7:00 p.m., whether on a one-day trip or on the last day of a trip of more than 24 hours.

**NOTE: If you are traveling by plane during business hours, you cannot claim a meal if it is served on the plane.**

#### d) Incidentals \$6.00

Incidentals may be claimed for trips of 24 hours or more.

#### e) Total

Total is \$40.00 for a 24-hour period.



4) Lodging

Reimbursement is not authorized without a receipt. Statewide with a lodging receipt is the actual lodging expense up to \$84.00, plus applicable **taxes**, (except as noted below).

5) Special Lodging Rates

These rates allow actual lodging expense up to \$110 plus applicable taxes with receipt in Los Angeles and San Diego counties. Actual lodging of up to \$140 plus applicable taxes is allowed for Alameda, San Francisco, San Mateo and Santa Clara counties.

6) Other

Taxi, airport shuttle, etc., which exceeds \$3.50 must be supported by receipt. Parking in excess of \$10.00 must be supported by receipt.

**6. Consultant Services**

Consultant services are provided on a contractual basis by individuals or organizations and are not direct employees of the applicant (see *Personal Services – Salaries*). Independent contractors must not be used in lieu of employees. Independent contractors are defined as individuals or organizations that meet some or all of the following criteria:

- produce a specific product or service;
- work independently without direct supervision from the applicant;
- work on specific projects;
- provide services for a limited number of hours or period of time; and/or
- have no agency management or oversight responsibilities that are directed toward the financial success or direction of the agency.

**a. Rates**

The maximum rate for independent contractors is \$250 per hour (excluding travel and subsistence costs). A request for compensation for over \$250 per hour requires **prior approval** and additional justification.

1) Independent Contractors Employed by State and Local Government

Compensation for these independent contractors will be allowed when the unit of government will not provide their services without cost. In these cases, the rate of compensation is not to exceed the daily salary rate paid by the unit of government.

**b. Expert Witness Fees**

Prosecution or criminal defense projects, which routinely utilize “expert witnesses” as independent contractors to conduct evaluations and provide expert testimony in the courtroom, may budget for this expense. However, the grant may only be charged for

costs above that which the county is required to cover. The maximum allowable rate for such witness fees is \$250 per hour up to \$2,000 per day. The total amount budgeted for expert witness fees must not exceed ten percent of the project's total budget. Requests for proposed expert witness costs must be accompanied by written justification indicating the following:

- Qualifications, training, and experience of the expert(s). Include a statement regarding recognition by the court of the individual as an expert.
- Specialized certification/licensure [e.g., Masters in Social Work (MSW); Licensed Clinical Social Worker (LCSW); Marriage and Family Therapist (MFT); Medical Doctor (MD)].
- Rate of pay per hour. Provide documentation of a survey of the availability of similar consultants, the current "going rate," and the proposed rate of pay. Indicate cost breakdown if expert is paid according to services (e.g., mileage, waiting time, court testimony).
- Proposed services to be provided (e.g., analysis of forensic evidence, psychological evaluation).
- Indicate why this cost cannot be paid with county funds. Attach a written justification to OES A303b.

## **7. Facility Rental**

Up to \$21 per square foot annually (\$1.75 per square foot per month) is allowed for facility rental. If the rental cost for office space exceeds this rate, it must be consistent with the prevailing rate in the local area. This documentation must be on file and available for audit and should not be submitted with the proposal.

### **a. Rental Space for Training and Counseling Rooms**

Rental space for training and individual and/or group counseling rooms may also be charged to the grant, providing the rental charged is based on actual costs and not reimbursed by any other source.

## **8. Rented or Leased Equipment**

If equipment is to be rented or leased, an explanation and cost analysis will be required if the proposal is selected for funding. This analysis must demonstrate that it is more cost-effective to rent or lease the equipment than it is to purchase it and must be approved by OES prior to the execution of any rental or lease agreement.

## **9. Indirect Costs/Administrative Overhead**

Indirect costs are those not readily itemized or assignable to a particular project, but necessary to the operation of the organization and the performance of the project. The costs of operating and maintaining facilities, accounting services, and administrative salaries are examples of indirect costs. Flat rates not exceeding ten percent of personnel salaries (excluding benefits and overtime) or five percent of total direct project costs (excluding equipment) may be budgeted by applicant for indirect costs.

## **10. Audits**

An audit is required for all OES recipients expending \$25,000 or more of OES grant awards. Applicant may budget for the cost of obtaining a financial audit. Allowable audit costs are as follows:

- If the total amount of the grant is less than or equal to \$150,000, the applicant may budget up to \$2,000 for the financial audit costs; or
- If the total amount of the grant is greater than \$150,000, the applicant may budget up to one and a half percent (1.5%) of the total grant for financial audit costs.

## **11. Equipment**

Equipment is defined as nonexpendable tangible personal property having a useful life of more than one year and an acquisition cost of \$1,000 or more per unit (including tax, installation and freight).

A line item is required for each different type of equipment, but not for each specific piece of equipment (e.g., three laserjet printers must be one line item, not three).

### **a. Allowable Expenses**

Equipment used solely for project activities may be budgeted if it is essential to the implementation of the project. Grant funds may not be used to reimburse the applicant for equipment already purchased.

Rented or leased equipment must be budgeted as an operating expense. Lease-to-purchase agreements are generally not allowable. If a lease-to-purchase is requested, the project will be required to submit justification, including cost-effectiveness, with the Grant Award Forms Package. Prior approval by OES is required.

All equipment purchased in whole or in part with state or federal grant funds is the property of the state or the federal government. However, under certain conditions, equipment may be transferred to the recipient at the end of the grant period. Satisfactory compliance with the Grant Award Agreement will be reviewed in considering the transfer of equipment.

### **b. Computers**

#### **1) Community-Based Organizations**

Applicant from a community-based organization may budget up to \$25,000 in computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase.

#### **2) Units of Government**

Applicant from a unit of government may budget for computer equipment, software, and related costs. Justification will be required if the proposal is selected for funding. OES will evaluate the proposed purchase on the basis of grant-related need. OES must give approval prior to purchase. If federal grant funds totaling in excess of

\$100,000 are used for automated data processing purchases, prior federal approval is also required.

3) Computer Purchase Justification

Approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost-effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities. If selected for funding, the project will be sent instructions for preparing the justification.

**c. Automobiles**

Automobiles are not allowable budget items, unless permitted in the RFP Instructions. If a vehicle is included in the budget, substantial justification demonstrating the grant-related need will be required before finalization of the Grant Award Agreement. The justification must describe the need for a vehicle, including the size of service area and the need to provide direct service away from the office, and the reason why the agency will not allow personal vehicle usage during working hours. A cost analysis for vehicle purchase as compared to other options, including lease and personal vehicle use with mileage, must be conducted and kept on file for review by OES during a site visit, monitoring visit, and/or by the auditor during the required annual audit.

**12. Prohibited Expense Items**

The following is a list of prohibited items:

**a. Lobbying**

OES grant funds cannot be used for lobbying activities.

**b. Fundraising**

OES grant funds cannot be used for organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, or similar expenses incurred solely to raise capital or obtain contributions.

**c. Real Property and Improvements**

Real property, including land, land improvements, structures and their attachments, and structural improvements and alterations are not allowable expenditures unless specifically authorized in the RFP instructions.

**d. Interest**

The cost of interest payments is not an allowable expenditure, unless the cost is a result of a lease/purchase agreement.

**e. Food and Beverages**

The cost of food and/or beverages at grant-sponsored conferences, meetings, or office functions is not an allowable expenditure.

**f. Weapons and Ammunition**

The cost of weapons and/or ammunition of any type is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the RFP instructions.

**g. Membership Dues**

The cost of membership dues for projects involved in the licensing or credentialing of professional personnel is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized in the RFP instructions.

**h. Professional License**

The cost of a professional license is not an allowable expenditure unless specifically authorized in the RFP instructions.

**i. Annual Professional Dues or Fees**

The cost of professional dues or fees is not an allowable expenditure, unless it is part of a governmental negotiated benefit package, or is specifically authorized by the RFP instructions.

**j. Charges, Fees and Penalties**

Finance charges, late payment fees, penalties, and returned check charges are not allowable expenditures.

**k. Depreciation**

Depreciation charges are not allowable expenditures.

## GLOSSARY OF TERMS

Term	Definition
Activity	The specific steps or actions that a project takes to achieve a measurable objective.
Administrative Agency or Recipient	The agency or organization designated on the Grant Award Face Sheet who is the programmatic recipient of the grant funds and will accomplish the planned objectives and program goals (e.g., Alameda County, City of Fresno, State Department of Justice, Fairfield Youth Services Bureau).
Application	Once selected for funding, the original proposal plus any additional forms as required by OES becomes the application. This application, once signed by OES and the local government agency or organization authorized to accept grant funding, becomes the Grant Award/Grant Award Agreement.
Community-Based Organization (CBO)	A nonprofit, public benefit corporation as described in <i>Section 501(c)(3)</i> of the <i>Internal Revenue Service Code</i> .
Competitive Bid	A contract process used when all suppliers are equally or nearly equally qualified to provide the services.
Equal Employment Opportunity Plan (EEOP)	A comprehensive plan that analyzes the agency's workforce and all agency employment practices to determine their impact on the basis of ethnicity and gender.
EEOP Guidelines	Extensive description of state and federal civil rights requirements and what constitutes an EEOP (samples, forms, etc.). The document was prepared to assist recipients in ensuring nondiscrimination and in the development, implementation, and/or improvement of their EEOP for compliance with the law.
Grant Award/Grant Award Agreement	The signed final agreement (application) between OES and the local government agency or organization authorized to accept grant funding (see application).
Grant Award Forms Package	The package to be sent to projects selected for funding containing forms needed for the final Grant Award Agreement.
Grant Funding Cycle	The number of years a program <u>may</u> be funded without competition. A funding cycle is typically three years.
Grant Funding Period	The period of time, determined by the RFP or the application for Continuation Funding (RFA), which the Project Narrative, Objectives, Activities, and Budget cover. The time period is usually one year, and is shown on the Grant Award Face Sheet (OES A301).
<i>Grant Recipient Handbook</i>	This handbook outlines the terms and conditions required of grant projects. Funded projects must administer their grants in accordance with these administrative and fiscal conditions. The <i>2004 Grant Recipient Handbook</i> is accessible on the internet website at <a href="http://www.oes.ca.gov">www.oes.ca.gov</a> by selecting "Plans and Publications, RFA/RFP 2004 Grant Recipient Handbook."

<b>Term</b>	<b>Definition</b>
Implementing Agency	The agency or organization designated on the Grant Award Face Sheet that is responsible for the day-to-day operation of the project (e.g., probation department, district attorney, sheriff).
Memorandum of Understanding (MOU)	This term is used synonymously with Operational Agreement.
Noncompetitive Bid Request for Services	A contract process used when one supplier can be documented as being uniquely positioned to provide the service.
Noncompetitive Bid Request for Goods	A contract process used when a specific supplier can be identified as the only supplier able to provide the services required by the department.
Nonprofit Organization	A nonprofit, public benefit corporation as described in <i>Section 501(c)(3)</i> of the <i>Internal Revenue Service Code</i> . The term is used synonymously with CBO.
Objectives	A set of quantifiable projections to be carried out in order to accomplish the program goals.
Operational Agreement (OA)	A formal agreement between two agencies which specifies the responsibilities of each agency in implementing the project.
Program	A specific set of goals and objectives established pursuant to legislative, congressional, or administrative action identifying an unmet need of the criminal justice system or victim services and supported by a set appropriation from state or federal funding sources.
Program Guidelines	The instructions concerning the programmatic and administrative requirements unique to a particular OES grant-funded program.
Project	The implementation of a program's goals and objectives by a (funded) state or local government agency or CBO.
Proposal	The packet of forms and narrative as requested by the RFP and submitted to OES which specifies the priorities, strategies, and objectives of the applicant.
RFA	The RFA is a noncompetitive application issued by OES.
RFP	The RFP is issued by OES to solicit competitive proposals relating to new funding.
Supplanting	To reduce federal, state, or local funds due to the existence of OES funds. Supplanting occurs when a recipient deliberately replaces its non-OES funds with OES funds, thereby reducing the total amount available for the stated purpose.

**GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
LAW ENFORCEMENT AND VICTIM SERVICES DIVISION**

**CHILD SEXUAL ABUSE TREATMENT PROGRAM  
COMPETITIVE REQUEST FOR PROPOSAL**

**RATING FORM**

	Control #:
	Rater #:
APPLICANT:	
FUNDS REQUESTED:	
PREFERENCE POINTS: <input type="checkbox"/> zero <input type="checkbox"/> 2% <input type="checkbox"/> 5%	

**In order to receive funding, applicant must receive a minimum of fifty percent (50%) of the Total Points Possible (not including the Preferred Points Certification points) to receive funding for this program.**

<u>CATEGORY</u>	<u>TOTAL POINTS POSSIBLE</u>
1. PROBLEM STATEMENT .....	150
2. PLAN and IMPLEMENTATION .....	360
3. BUDGET .....	75
4. COMPREHENSIVE ASSESSMENT .....	65
<b>TOTAL .....</b>	<b>650</b>

Each of the above categories contains questions that are assigned a point value. The point scale is divided into five columns labeled **I, II, III, IV, and V**. The response to each question is evaluated on the following criteria:

- I. ABSENT:** Answer does not respond to the particular question or was left blank entirely.
- II. UNSATISFACTORY:** Does not completely respond to the question. Information presented does not provide a good understanding of applicant's intent, does not give detailed information requested by the RFP, or does not adequately support the proposal or the intent of the program.
- III. SATISFACTORY:** Responsive to the question. Provides a good understanding of the applicant's intent. Response adequately supports the proposal and the intent of the program.
- IV. ABOVE AVERAGE:** Above average response gives a clear and detailed understanding of the applicant's intent. Response presented a persuasive argument supporting the proposal and the intent of the program.
- V. EXCELLENT:** Outstanding response with clear, detailed and relevant information exceeding the information requested. Response presented a compelling argument supporting the proposal.



I	II	III	IV	V
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**Note: Raters may assign point values between these columns.**

**1. PROBLEM STATEMENT (Maximum 150 points)**

a. How well does the problem statement describe the service area, location, population, economic, demographic, social factors, and incidence of child sexual abuse and/or exploitation, and does it address the need for the project, the specific issues to be addressed by the applicant, and are the issues relevant and justify the need for the project?	0	13	25	38	50
b. How well is the demonstrable need defined in terms of a waiting list resulting in victims not receiving services within 30 days; or a high reported rate of child sexual abuse in the applicant's service area; or the lack of services appropriate to the demographics of the service area?	0	13	25	38	50
c. How well is the problem statement supported by current statistical data, and how well does the applicant describe why local resources are not meeting the needs of the client?	0	13	25	38	50

**2. PLAN AND IMPLEMENTATION (Maximum 360 points)**

**a. Project Design**

1) Is the project effectively designed to impact the problem; does the project design define the client population to be serviced and is it appropriate; and are the proposed services appropriately designed for the demographic characteristics of the target population?	0	13	25	38	50
2) How well does the project design clearly describe the expected outcomes, staff qualifications, which staff will provide direct services, and does the assigned staff appear to be appropriate for the implementation of services to the child victims and non offending family members?	0	7	13	19	25

**b. Objective and Activities**

1) Are the three mandated objectives and activities included; do these reflect the project design; and are these realistic and achievable?	0	7	13	19	25
2) How well do the optional objectives and activities address the needs discussed in the problem statement, and are these designed to achieve the project's goals?	0	3	5	8	10
3) How well do the objectives and activities measure the quantity of services; do these appear to be reasonable and achievable; and is the source documentation clearly described?	0	7	13	19	25
4) Are project staff assignments and time allocated appropriate to implement the objectives and activities?	0	3	5	8	10

**Note: Raters may assign point values between these columns.**

	I	II	III	IV	V
5) Do the objectives and activities include the methods to be used to measure results; do these appear to be effective and reasonable; and are these achievable within the grant period?	0	3	5	8	10

6) How well does the applicant describe its plan to ensure communication with individuals with disabilities are as effective as communications with others without disabilities, and does the plan sufficiently meet the needs of individuals with disabilities?	0	7	13	19	25
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**c. Organizational Qualifications**

1) How well does the applicant describe the primary mission, range of focus of services of the implementing agency, the qualifications of the implementing agency including history, expertise, its participation on a multidisciplinary interview team, and does the organization appear to be appropriate and able to implement the program?	0	13	25	38	50
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2) Does the applicant have sufficient expertise in working with sexually abused and/or sexually exploited children to adequately provide services?	0	7	13	19	25
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3) Does the applicant describe the project staffing, supervision of the staff, evaluation responsibilities, and the method to perform California criminal background checks on all staff, volunteers, and trainees?	0	7	13	19	25
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4) How well does the applicant describe the procedures utilized to ensure confidentiality of records; do these appear to be adequate; and is there a system in place for release of child victim's confidential information to OES staff?	0	3	5	8	10
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**d. Coordination With Other Agencies**

1) How well does the applicant describe coordination with other agencies and what relevant and ongoing services will be provided to the child victims and to their appropriate nonoffending family member; and does the plan appear to be adequate and effective?	0	7	13	19	25
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2) Is there an OA or MOU provided for each participating agency listed, and are these signed and the time frames dated for FY2005/06, or for the entire three-year funding cycle?	0	3	5	8	10
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3) Does the applicant document an established relationship with a medical facility appropriate for the examination and treatment of child sexual abused victims, including the type and level of coordination; is the requested proximity as defined by OES established; and is an OA/MOU included for this agency?	0	7	13	19	25
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I	II	III	IV	V
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**Note: Raters may assign point values between these columns.**

**e. Evaluation Plan**

1) How well does the plan describe the methods and procedures for collecting and storing data regarding client services; does the plan appear to be realistic and achievable; and is the baseline information presented in a manner to be relied upon to measure projected outcomes?	0	3	5	8	10
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**3. BUDGET, including Budget Narrative  
(Maximum 75 points)**

a. How well does the budget narrative support the proposed objectives and activities, the time commitment of project-funded staff to support the proposed objectives and activities; are these realistic; and are the qualifications of the project staff included?	0	13	25	38	50
b. How well does the budget avoid unnecessary or unusual expenditures which would detract from the accomplishment of the objectives and activities; does the budget provide the hourly rate for employees who will not work full time in the project; and does it provide staff' Full Time Equivalency (FTE)?	0	7	13	19	25

**4. COMPREHENSIVE ASSESSMENT  
(Maximum 65 points)**

a. How well does this proposal support the overall intent, goals, and purpose of the program?	0	15	33	45	65
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## **SUMMARY OF PAST PERFORMANCE POLICY**

*(Effective February 2003)*

The following is a summary of OES' Past Performance Policy. A complete copy may be obtained by sending a request to the attention of the Deputy Director of the Law Enforcement and Victim Services Division:

Governor's Office of Emergency Services  
Law Enforcement and Victim Services Division  
3650 Schriever Avenue  
Mather, CA 95655  
Attn: CSAT Program RFP – Children's Section  
Fax: (916) 327-5674

### **1. General Policy**

This policy is intended to result in a penalty to existing recipients that have serious performance problems and is to be utilized only in connection with the RFP process and the awarding of grants for new funding cycles. It has been developed in consultation with OES' advisory groups.

### **2. Penalty Levels**

Level A: Complete disqualification from RFP process;

Level B: 10% point reduction of total possible points from an applicant's score

### **3. Standard For Invoking This Policy**

The standard for invoking either penalty is whether the applicant's compliance with grant terms and conditions falls **significantly** below average — far below the level to be expected of other recipients, and not minor incident(s) of noncompliance with OES policies.

#### **a. Serious Performance Problems That Are Eligible For Consideration**

The types of performance problems that would qualify under this policy include, but are not limited to:

- 1) significant failure to account for use of funds, mishandling/misuse of funds, fraud or embezzlement, or other material accounting irregularities or violation(s), as documented in an audit report, monitoring report, police report, or other similar objective documentation;
- 2) violation(s) of material statutory requirements related to the grant;
- 3) a willful or grossly negligent violation of a material OES policy, term or condition of the grant, but only after the recipient has been provided:
  - a) technical assistance by OES, including a site visit if necessary, to remedy the violation;
  - b) at least one written notice (per violation); and
  - c) a reasonable opportunity to remedy the violation.

Any such notice will be provided to the recipient's executive officer and will specify that failure to remedy the violation may negatively impact the recipient's eligibility for future funding, including disqualification from the next RFP process.

It is not necessary for a criminal conviction to have occurred for OES to consider actions that appear to constitute fraud, embezzlement, mishandling of funds, or other types of statutory violations. OES must only have reliable evidence that this conduct occurred. Moreover, only properly documented performance problems will be considered.

**b. Factors Considered**

In determining an appropriate penalty, factors to be considered include, but are not limited to:

- 1) the seriousness of the problem(s);
- 2) whether the problem or problems identified were intentional;
- 3) whether the problem or problems reveal dishonest behavior by the applicant;
- 4) whether the interests of the State or the public were harmed by the problem or problems;
- 5) whether the problem or problems were a one-time occurrence or represent an ongoing pattern of behavior;
- 6) whether the problem has been documented objectively; and
- 7) whether OES has attempted to assist the recipient in remedying the problem.

**c. Specific Examples**

All performance problems should be considered on a case-by-case basis, with the totality of the circumstances to be considered. The following examples are not intended to be binding or in any way restrictive of OES' authority to determine the appropriate penalty in any particular case:

- 1) OES conducts a monitoring visit of Project Z, and makes the following findings:
  - a) the shelter failed to pay overtime on two occasions;
  - b) three timesheets did not contain a supervisor's approval; and
  - c) the project's doors opened at 9:30 a.m. instead of 9:00 a.m. as stated on its RFP proposal.

A corrective action plan is developed and the project takes steps to implement the monitoring recommendations. A follow-up with the recipient four months later shows that the monitoring findings have been corrected.

**Penalty: None**

- 2) During an audit, it is discovered that a year ago an employee of Project V has embezzled \$300 of OES funds. The audit concludes that this occurred in part because of inadequate management controls and supervision by the project. The employee was fired and the case submitted to the district attorney's office for prosecution. The recipient has implemented new accounting and management policies and procedures, and promises to better supervise its employees. No other problems with the recipient are known.

**Penalty: Level B**

- 3) Project Y has agreed to provide victim advocacy services in County X. The project spends \$40,000 on other things and provides no such services, as documented in the monitoring report. However, the project still writes that the services are being provided on its OES reports. OES refers the matter to the district attorney for prosecution, but no additional steps have yet been taken.

**Penalty: Level A**

## **5. Notification to the Applicant and Appeal of Decision**

A letter will be sent by certified mail to applicant denied funding due to past performance problems. The applicant shall be provided with a summary of why the performance problem penalty was invoked. An applicant is entitled to appeal this denial of funding on the same basis as other appeals of denial of funding, pursuant to the Appeals Guidelines.